



Clark County Regional Support Network Policy Statement

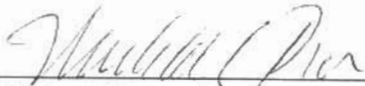
Policy No.: QM20
Policy Title: Washington State Patrol/FBI Background Check
Effective Date: July 1, 2002

Policy: Provider agencies contracted with CCRSN shall have policies and procedures to ensure that their staff who work with children on Clark County School District campuses complete the Fingerprinting Requirement of the Washington State Patrol/Federal Bureau of Investigation (WSP/FBI) background checks. Additionally, provider agencies shall ensure that staff has identification clearance badges for admittance to Clark County School District campuses.

Reference: WAC 388-865, Clark County Provider Contract Agreement, Agreement For Fingerprinting/Identification Card Services between Educational Service District No. 112 and Clark County Department of Community Services.

Procedure:

1. Provider agencies contracted with the PHP/RSN shall work with Educational Service District's program for background checks and ID cards to ensure that clinical staff who work directly with children on school campuses have the required clearance from the Washington State Patrol and the Federal Bureau of Investigation. To meet this requirement, agencies shall:
 - a) Obtain a signed Notification of Fingerprint Background Check/Acknowledgement form from individuals to be fingerprinted. The Provider agency will be responsible for the maintenance of the signed forms.
 - b) Provide ESD 112 with an estimate of the number of individuals to be printed for the upcoming fiscal year of the program (September – August).
 - c) Provide ESD 112 with an agency contact name and telephone number for the purpose of coordination.
 - d) Obtain and destroy ID cards from staff who are no longer eligible to use the card or who have terminated their employment.
2. ESD 112 shall review each criminal background report and determine whether the agency employee meets the criteria for clearance to enter Clark County schools. Criteria include absence of criminal history or history determined to pose little or no risk to children. If there is a positive finding, the nature of the crime(s), date(s) of occurrence, and legal status will be considered.

Approved By:  Date: 9-1-04
Michael Piper, Director
Clark County
Department of Community Services